

**ORDER OF BUSINESS**

**PASSAIC COUNTY BOARD OF SOCIAL SERVICES  
80 HAMILTON STREET  
PATERSON, NEW JERSEY**

**REGULAR MEETING OF THE BOARD  
THURSDAY, AUGUST 24, 2023  
9:00 A.M.**

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1. **CALL OF MEETING TO ORDER – MS TEAMS LIVE STREAM PLATFORM**
  2. **OATH OF ALLEGIANCE TO THE FLAG**
  3. **ROLL CALL**
  4. **STATEMENT OF COMPLIANCE WITH OPEN PUBLIC MEETINGS ACT: PUBLIC NOTICE**

**TAKE NOTICE** the Passaic County Board of Social Services, has scheduled its regularly monthly meeting for August 2023 to occur on: **Thursday, August 24, 2023 at 9:00AM**. Pursuant to the State of Emergency and Public Health Emergency declared by New Jersey Governor Philip Murphy set forth in Executive Order No. 103, and further limitations on public gatherings set forth in Executive Order No.: 104, the Board shall hold the Regular Meeting at 9:00AM – as scheduled, with no members of the public physically present, as authorized under N.J.S.A. 10:4-12(a), and in accordance with Administrative Order No. 20-01 issued by the Passaic County Administrator closing County Buildings to non-essential personnel and the public effective March 18, 2020 at 8:30AM. If a member of the public wishes to place a public comment on the record, please email your comment to: [info@PCBSS.org](mailto:info@PCBSS.org) stating your name, address, and matter to be addressed by the Board by no later than **August 24, 2023 @ 7:00AM**. Then, the Clerk to the Board shall read same into the public record, during the public meeting. Moreover, some or all members of the Board and all members of the Public may participate in this meeting telephonically, pursuant to N.J.S.A. 10:4-12-1, et seq., and Official action may be taken. The Board Meeting for this month will be held in separate formats via the MS Teams Platform. The first is via live video through MS Teams, with the login information being: <https://www.microsoft.com/en-us/microsoft-teams/log-in> with meeting ID of : 216 630 625 432 and passcode: 25RfQ6. The second will be via a call-in telephone number connected to the MS Teams platform: 1-872-215-1406, with phone conference ID of: 483 992 207#. The public will also have an opportunity to speak during the “public portion of this meeting,” through both the MS Teams Live Stream Platform and the MS Teams Telephonic Platform – as authorized by law.

If an Executive session is required, the Board will retire to a closed session- pursuant to N.J.S.A. 10:4-6, and follow the procedures provided in this statute.

ALSO, pursuant to the issuance of Executive Order 107, this meeting will be conducted using communications equipment (i.e.: telephonic or internet streaming), which will be in compliance with N.J.S.A. 10:4-6 (the "Open Public Meetings Act"). This is also consistent with P.L. A-3855/S-2294, which was signed into law by Governor Murphy on Friday, March 20, 2020, directing that public meeting be conducted virtually during this pandemic, as well as recent Executive Orders by Governor Murphy numbered: 194 (11/10/20), 195 (11/12/20), and 196 (11/16/20).

5. **APPROVAL OF MINUTES – July 27, 2023**

6. **ADMINISTRATION**

- A. Director's Financial Report: Administrative Bills, Medical Transportation and Child Care Payments. (Non-confidential list of vendors posted at meeting)
- B. Ratification of payrolls:
  - 7/01/2023-7/15/2023 CK# 58512272, 58512089, 58512093 \$1,442,251.23 Payroll
  - 7/16/2023-7/31/2023 CK# 58531310-58531321 \$1,378,085.01 Payroll
- C. Clearing Account Transactions (recoveries) relating to the Food Stamp, Medicaid, and General Assistance Programs. (Confidential)

7. **ASSISTANCE**

- A. Motion to approve categorical assistance payments for September 1, 2023: Temporary Assistance to Needy Families, Refugee Assistance, and Social Service Emergency Assistance.
- B. Funeral Grants
  - Total Funeral Home Payments: \$ 191,171.00
  - Total Cemetery Payments: \$ 26,389.00

8. **SUSPEND REGULAR ORDER OF BUSINESS (Motion Required)**

9. **PUBLIC PORTION**

10. **RESUME REGULAR ORDER OF BUSINESS (Motion Required)**

11. **DEPARTMENTAL REPORTS (Informational)**

- A. Abacus Department
- B. Property and Resources Department
- C. Child Support Department
- D. Training Department

**COMMITTEE REPORTS****A. Executive Committee – Commissioner Carol Cuadrado, Chairwoman (Informational).**

1. Case Statistics
2. E.A. Service and Child Support, Training, and WFNJ Monthly Statistics July 2023
3. DMHAS
4. DFD updates

**B. Education Leave Committee – Commissioner Cuadrado, Chairwoman (No Report).****C. Personnel Committee – Commissioner Cuadrado, Chairwoman (Approval Needed).**

- Confidential Report
- Non-Confidential Report

**D. Good and Welfare Committee – Commissioner Ahmed, Chairwoman (No report).****E. Welfare Fraud & Abuse Committee – (Informational).**

- **Fraud Statistics Included in the Abacus Department Report (11A)**

**F. Building & Grounds Committee – Commissioner Alston (Informational)****Monthly Reports:**

1. Security at 80 Hamilton Street- Plan the utilization of ground floor due to increasing numbers of clients visiting the agency.
2. Passaic Office at 114 Prospect Street- Options to acquire refurbished cubicles from BFI.

**G. Finance Committee – Commissioner Rev. Maven, Secretary Treasurer (Approval Needed).****I. Monthly Expenditures**

All monthly expenditures are of a routine nature.

**II. Lease rider to lease agreement with RMD Properties LLC for 114 Prospect Street, Passaic, NJ (Resolution attached).**

Due to changes to the usage of some of the storage space we would like to make the following modification to the existing lease agreement.



**FROM:****TO:**

Office Space 25,805 Sq Ft.

(No Change)

Storage Space 6,432 Sq. Ft.

2,332 Sq. Ft.

Mixed Used0

4,100 Sq. Ft.

We have changed the use of 4,100 Square feet of storage space to mixed used. This change will increase rent by an additional monthly amount \$1,708.

The recommendation is to approve the Lease agreement modification.

H. Community Relations Committee – Commissioner Rev. Maven, Secretary Treasurer

- Community Outreach Monthly Activity Report (Informational)  
John Currie, Chief Community Organization

July 21, 2023

Vendor Table at Botany Village  
Clifton Satellite Office

July 25, 2023

Passaic County Tuesdays in the Plaza  
71 Hamilton Street, Paterson, NJ

August 10-13, 2023

Passaic County Fair – Table Vendor  
Garret Mountain, Woodland Park, NJ

August 18, 2023

Botany Village Table Event  
Clifton Satellite Office

August 19, 2023

New Creech Temple Community Day Outreach  
223-235 Hamilton Avenue, Paterson, NJ

August 26, 2023

Love Thy Neighbor Community Event  
Vera-Ames Garnes Community Park, Paterson, NJ

13. **COUNSEL’S MONTHLY REPORT – (Informational).**

1. Legal Counsel Report July 1-July 31, 2023

a.) Child Support Hearings

b.) Institutional Medicaid Hearings

14. **COMMUNICATIONS – (None).**

15. **NEW BUSINESS – (None)**

16. **OLD BUSINESS –(None)**

17. **ADJOURNMENT**